

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 205

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STAFF TRAVEL POLICY

Revised 4/1/98

ALA reimburses staff for expenses incurred in the conduct of ALA business. Travel and related funds for staff travel are included in the approved budgets.

An employee's travel plans must be approved in advance by the supervisor.

All business travel supported with Association funds outside the U.S. must be approved in advance by the Executive Director.

I. Travel To/From Meetings

- A) All airline or train reservations must be booked through an ALA approved travel agent. ALA will review contracts with travel agents every three years, and will review performance on an annual basis.

- B) ALA staff are asked to choose the lowest airfare available without requiring plane changes or layovers. Employees who augment business travel with personal side trips resulting in increased costs to the Association will be reimbursed only the fare incurred for ALA-related business.

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II Hotels

- A) ALA reimburses staff traveling on ALA business for no more than the cost of single-room accommodations in reasonably priced hotels. Suites and other higher priced accommodations are only to be used when essential to the direct conduct of business. Staff traveling with family or colleagues will reimburse ALA for any additional charges over the single person rate.
- B) ALA will not reimburse in room movies or use of hotel health club (if cost not included in room rate).
- C) Telephone expenses related to ALA business will be reimbursed. Personal calls will be reimbursed in such an amount not to exceed the personal call maximum reimbursable amount specified in the current guidelines.
- D) ALA will reimburse staff only for the length of stay required by the Association's business or the Association's interests (e.g. where arriving on or staying over Saturday will be more cost-effective). Extending stays in hotels must be approved by the employee's supervisor.
- E) Staff should always request, and check carefully, a copy of their hotel bill.

III. Ground Transportation

- A) ALA asks staff to use economical transportation to and from airports and rail stations. Economical transportation can include shared cab rides, shuttle service, or mass transit. Staff are asked to use the most economical transportation possible when it is safe, convenient to meeting schedules, and practical. When shared cab rides, shuttle service, or mass transit does not meet your requirements, poses safety risks, or is impractical given baggage loads, ALA will reimburse cab fares.

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- B) ALA will reimburse staff for car rental when public transportation, taxi or shuttle bus service is unavailable or inadequate (i.e. not within a reasonable distance or within time constraints imposed by the Association's business).

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V. Reimbursement Requests

Expense reports should be submitted no later than two weeks after the trip has been taken. The expense report must be approved by the unit manager/department head. When traveling with another ALA traveler, each should submit a report. No expense over \$25 will be reimbursed without documentation. The appropriate manager or department head will review reimbursement requests from conferences for adherence to policies and guidelines.



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